

PROCURE TO PAY (PTP) PROCESS DEADLINES

Daily Deadlines for Order Placement:

1. **Buyer:** Issues Purchase Order before **10h00**, two days (48 hours) prior to Collection / Upliftment.
2. **Seller:** Issues Pro Forma Invoice the **same day** or before **10h00** the next day (day before "OR" 24 hours before collection/upliftment)
3. a.) **Buyer:** Provides Proof of Funds. (Stamped Bank Statement not older than 48 hours. "OR" Bank Confirmation Letter of available funds, not older than 24 hours, and block funds towards transaction amount. "AND"
b.) **Buyer:** Issues Truck Nomination(s) (including Driver details) and preferred Major (Engen / Total where trucks are "Safe Loaded") and they want to load product (to be included in PO)
4. **Seller:** Attend to have trucks loaded on the system (of the major) and issue the "Release Codes / Notes / Number / Pink Slips / Authority to Load Slips" by 10h00 on the same day "OR" the day before collection/upliftment
5. **Seller:** Allows the buyer to load the product on designated trucks (upliftment on the nominated location, date and volume). Bill of loading = loaded volume confirmation

Daily Deadlines for Payments & Payment Reflection:

6. **Buyer:** On Loading completion, the buyer will get "instruction" to release, via Express / Immediate Clearance, payment in full, to the issued Pro-Invoice "value" and Seller will authorize truck departure(s) once payment has been received & evidence of payment reflects

Final Invoicing based on Overs and Under's:

7. **Seller:** The day after the Collection / Upliftment, based on actual volume / quantities loaded on the final Bill of Loading (BOL), Seller will issue a commercial (final) Invoice to the Buyer, "AND"
8. **Buyer / Seller:** Overs and Under's are Credited "OR" sorted with the next Loads

Weekly / Monthly Loading Schedules:

9. **Buyer:** All schedules need to be submitted 48 hours prior to first upliftment date

RKBI Fuel PTY Ltd.

HO Address: 1 Barnabas Road, Gardens, Cape Town, 8001

Order Office Details: All PO's submitted to:

Att: Paul De Swardt

Phone: Paul 079 259 7062

Emails: paul@rkbifuel.co.za

